



Position Description

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|------------|---------------------------|
| Title      | Director of Development   |
| Reports to | Chief Development Officer |
| Location   | Bldg. 116                 |
| Type       | Exempt, Full-time         |
| Pay Rate   | TBD                       |

How this position supports our Mission:

Serves as the primary development officer for NDVets. The Director strategically cultivates, solicits, and steward donors. As the development officer of NDVets, the Director coordinates efforts in all areas that affect gifts and will be expected to personally raise gifts in support for the funding priorities of the NDVets.

**Responsibilities**

1. Design and implement an overall Development plan for NDVets based on approved funding priorities established by the Chief Development Officer, President & CEO, and Board of Directors.
2. Work in cooperation with the Chief Development Officer to develop fundraising strategies, identify new prospects and plan effective solicitations for prospects rated at \$10,000 and above.
3. Implement a comprehensive plan for identifying, soliciting and stewarding prospects and donors. Develop and implement strategies for closing solicitations.
4. Develop and manage a portfolio of donor prospects making between 18-27 face-to-face visits a month for the purposes of discovery, cultivation, solicitation, and stewardship.
5. Coordinate staffing for major gift solicitations by the Chief Development Officer, CEO, and the Board of Directors. Demonstrate successful experience working with boards comprised of prominent corporate and community volunteers.
6. Actively involve program heads, and external advisory committees in the identification, cultivation, and solicitation process. Assist in recruitment and development of NDVets potential Board members.
7. Prepare and monitor individual development budget.
8. In cooperation with the Chief Development Officer establish annual qualitative and quantitative goals, objectives and key accountabilities in order to increase donors and dollars raised. Determine most effective means to report progress and provide assessment on a regular basis. Prepare and deliver annual written plans.

**Required Experience and Skills**

**EXPERIENCE:** A minimum of five years of experience in development or a related field, preferably in a veteran/homeless non-profit. A track record that demonstrates solid fundraising results and demonstrated success with securing five-plus figure gifts is preferred. This includes the ability to plan, organize, and implement fundraising activities effectively, as well as participate in high-level individual, corporate, and/or foundation solicitations. Experience in promoting and coordinating the involvement of donors and volunteers.

**KNOWLEDGE:** Comprehensive computer skills, including familiarity with fundraising databases (Raiser's Edge). Knowledge of NDVets vision, mission and goals. Planning and organizing gift solicitation and cultivation strategies.

**ABILITY:** Demonstrate ability to set priorities, coordinate multiple projects and work effectively with diverse groups. Willingness to travel and work weekend/evening hours. Deal effectively and comfortably with high-level donor

prospects. Ability to effectively communicate the vision and mission of NDVets, while capturing the interest of the prospect. Direct and manage donors effectively.

**SKILLS:** Strong oral, written and presentation skills and excellent organizational skills. Must effectively recruit and manage volunteers, while delegating assignments and projects as needed. Must be able to motivate volunteers to reach development goals, communicate needs of NDVets, incorporate innovative and creative strategies relative to job responsibilities, and problem solve in a timely fashion. Process information and analyze statistics and present in an easy-to-read format, either written or graphic.

#### **Education**

- Bachelor's Degree

#### **Other Requirements**

- A Provide Employment Eligibility Verification.
- Complete a background screen and drug test.
- Possess a valid California Driver's License and evidence of insurance coverage.
- Provide annual evidence of tuberculosis test.
- Complete bi-annual CPR Training.

#### **Work Environment and Physical Demands**

- The employee may be in contact with individuals and families in crisis who may be ill, using alcohol and drugs, and who may not be attentive to basic personal hygiene, health and safety practices. The employee may experience a number of unpleasant sensory demands associated with the client's use of alcohol and drugs, and lack of personal hygiene. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations.
- The noise level in the work environment is usually moderate in an office setting. Sometimes work may become stressful when working under pressure.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This is sedentary work in an office setting. While performing the duties of this job, the employee is frequently required to stand, sit, walk, stoop, talk, hear, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and or carry up to 20 lbs.
- Occasionally the employee will be required to perform work out of the office meeting clients at apartment buildings or other facilities.

Approvals: HR:

Director Ops

Effective: February, 2017